

7. Navigating

You have to be able to move around through the Metrics application on several different levels. First, you may have to access more than one function. Second, once you have opened a function, chances are pretty good that it will have more than one screen (page) to accommodate all of its associated data elements. Finally, you need to be able to move from one data element to another as you enter and edit information.

7.1 Between Functions



If you open one function and wish to open a different function, you can do so in one of two ways: click on the Menu screen icon in the tool bar, or select the function you want from the list of Functions options in the menu bar. (See Sections 5.3 and 5.4.)

The tool bar icon method returns the Menu screen. From the Menu screen, select the function you want as explained in Section 4. The menu bar Function option takes you directly to the function you select.

7.2 Between Pages

Whenever you open a Metrics function, you must Open an existing record or add a New one. Once you complete the procedure to do either of these (Open or New) as explained in Section 6, you are ready to enter, edit or view information. If the function has more than one screen or page, as do most of the functions, sooner or later, you will have to advance to the next screen (page) for that function. You may even have to go back to a previous screen (page).



To move from one screen to another, select Previous Page or Next Page from the drop-down list of Edit options, or click on the Previous and Next icons in the Tool Bar. If you are looking for a particular data element that you do not see on the first screen, use the Previous and Next Page options. If you are not sure what screen in the function it is on,



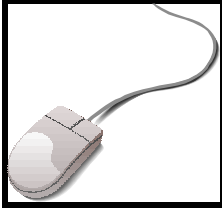
you can move from screen to screen until you find it. Or you can use the Table of Contents or Index to this Users Guide to find which screen it's on. (This guide contains pictures of every data entry screen for every function in the Metrics application.)

7.3 Between Data Elements

If you are entering a new record, you can, and in some cases must, enter the information in a specified order. This order, called a tab order, was established when the application was developed. A tab order means that when the cursor is in one data box, and you press the Tab or Enter key, the cursor moves to the next data box in the tab order list. (This tab order is based on a "logical" order for entering the information). One way to move from one data box to another is to keep pressing the Tab or Enter key until the cursor is in the box you want. If you need to go backwards, press the Shift and the Tab key at the same time.

A second way of moving the cursor is to use your mouse to position the pointer in the box you want, and then click the left mouse button. Although you may use the tabbing method most often, you will find times when it is quicker to use the mouse. *Notes: Using the cursor to move from one data box to another does not "tell" your computer that you entered information (See Mouse Notes below).*

7.4 Mouse Notes



Using the cursor to move from one data box to another does not "tell" your computer that you entered information. Therefore, the information is not recognized, validated or formatted until you save or go to another page or function. **To avoid the recognition delay, always press Tab or Enter after entering data in a data box.**